



P.O. Box 352 • 150 S. Bridge St. • Markesan, WI 53946 • P: (920) 398-3031 • F: (920) 398-3991

CITY OF MARKESAN COMMON COUNCIL
Markesan City Hall

AGENDA

February 9, 2021

7:00 p.m.

1. Preliminaries
 - 1.1. Call to Order
 - 1.2. Roll Call by the Clerk-Treasurer
 - 1.3. Citizen's Comments
 - 1.4. Pledge of Allegiance
2. Approval & Review of Minutes, Reports, & Correspondence
 - 2.1. Approve Common Council Minutes – January 12, 2021
 - 2.2. January Police Report & February Schedule
 - 2.3. Public Property & Health Minutes – February 2, 2021
 - 2.4. Finance Personnel & Safety Minutes – February 2, 2021
 - 2.5. Streets, Buildings & Utilities Minutes – February 2, 2021
 - 2.6. January Library Director's Report and Markesan Library Board Minutes – January 21, 2021
3. Approval of Claims:
 - 3.1. City Checks #36422-36467, Electronic Payments #EFT 1075-1083, Direct Deposits # 4097-4138 and Utility Checks #12700-12713
 - 3.2. File Treasurer's Report for Audit
4. New Business
 - 4.1. Approval of Officer Phil Watry's Resignation
 - 4.2. Approval of Hiring Max Neumann for Full-Time Police Officer Position
 - 4.3. Approval of Junk Dealer Application
 - 4.4. Approval of New Broom (bristles) for Skid Loader in the Amount of \$621.40 from Zarnoth Brush Works, Inc.
 - 4.5. Discussion and Action on Pay Rate for Recycling Attendant, Dennis Dykstra
5. Schedule Future Meetings and Agenda Items
6. Adjournment

The Common Council welcomes all visitors to listen & observe, but only Council members & those invited to speak will be permitted to do so, except during any posted Public Hearing. Citizen's Comments is where any citizen may comment on an issue, but the Council may only listen and may not reply to or address the issue unless it is an item on the agenda.

Any person requiring special assistance to participate in this meeting should contact the Clerk-Treasurer at 398-3031 at least 24 hours prior to the meeting so appropriate accommodations can be made.

CITY OF MARKESAN COMMON COUNCIL

January 12, 2021

MINUTES

1. Preliminaries

- 1.1 Meeting was called to order by Mayor Slate at 7:00 pm.
- 1.2 Present were Mayor Slate, Ald. Abendroth, Ald. Tetzlaff, Ald. Prill, Ald. Thiem, Ald. Triemstra, Ald. Kazda and Clerk-Treasurer Amend. Also present was Roger Matthews with Berlin Journal, Nicole Overbeck and Terry Krombos from the Chamber of Commerce, and Lorraine Justmann and her family members.
- 1.3 Pledge of Allegiance
- 1.4 No Citizen's Comments

2. Approval & Review of Minutes, Reports & Correspondence

- 2.1 After review, motion Prill/Triemstra to approve the December 8, 2020 Common Council minutes as presented; motion carried 6-0.
- 2.2-2.6 After review of all items, motion Tetzlaff/Kazda to approve the December Police Report & January Schedule, Streets, Building & Utilities minutes of January 5, 2021, Public Property & Health minutes of January 5, 2021, Finance, Personnel & Safety minutes of January 5, 2021, December Library Director's Report and Markesan Library Board minutes of December 7, 2020; motion carried 6-0.

3. Approval of Claims:

- 3.1 The Finance, Personnel & Safety Committee reviewed City and Utility checks and recommended approval to the Council. Motion Abendroth/Prill to approve the following vouchers as presented: City Checks #36332-36421, Electronic Payments #EFT 1067-1074, and Direct Deposits #3993-4096 in the amount of \$224,190.15, and Utility Checks #12680-12698 in the amount of \$28,764.35; motion carried 6-0 on a roll call vote.
- 3.2 After review, by consensus the December 2020 Treasurer's Report was filed for audit.

4. New Business

- 4.1 Motion Abendroth/Thiem to approve the repair of the electrical box at Soldier's & Sailor's Park by Ness Electric for \$614.08. Lions Club to pay half of the invoice; motion carried 6-0 on a roll call vote.
- 4.2 After discussion, motion Thiem/Triemstra to approve the lease and rental application for Young Stars Daycare with monthly rent of \$1000; motion carried 6-0 on a roll call vote.
- 4.3 Motion Kazda/Triemstra to approve the MOU for Kiwanis Park; motion carried 6-0 on a roll call vote.
- 4.4 Motion Triemstra/Abendroth to approve new tires for the 2008 Chevrolet ¾ ton Utility truck by Bergemann's for \$598.25; motion carried 6-0 on a roll call vote.
- 4.5 Following discussion, motion Prill/Tetzlaff to approve the City to go forward with filing with the Register of Deeds the discontinuation of Military Avenue; motion carried 5-0, Abendroth Abstained.
- 4.6 Motion Thiem/Triemstra to approve Operator's Licenses for period ending 6/30/21 to Keeran R Douglas, Colleen R Grimm, Jennifer L Hahn and Jo Ann Jones; motion carried 6-0.

5. Schedule Future Meetings and Agenda Items.

The following meetings were scheduled: Finance, Personnel & Safety – February 2, 2021 at 6:00 PM at City Hall; Streets, Buildings & Utilities –February 2, 2021 immediately following Finance, Personnel & Safety meeting at City Hall; Public Property & Health – February 2, 2021 immediately following Streets, Buildings & Utilities at City Hall; and Common Council –February 9, 2021, at 7:00 pm at City Hall.

6. Adjournment.

Motion Triemstra/Kazda to adjourn; motion carried 6-0. The meeting adjourned at 7:15 pm.

Respectfully submitted,

Elizabeth A. Amend, Clerk-Treasurer



P.O. Box 352 • 150 S. Bridge St. • Markesan, WI 53946 • P: (920) 398-2121 • F: (920) 398-8127

Markesan Police Department
William A. Pflum, Chief of Police

Finance, Personnel and Public Safety Committee

Presented on February 2, 2020

January 2020

Agenda:

**Officer Watry Resignation Letter
Hire Max Neumann Full Time**

Appendix:

Officer Phil Watry Resignation

This department has been informed by Officer Phil Watry that he has accepted a position with the Ripon Police Department and his last day of work here will be 02/12/2021. We want to thank Officer Watry for his years of service to the City of Markesan and wish him all the best. His resignation letter is included in your packet.

Max Neumann Hire Full Time

This department would recommend hiring of Max Neumann as a full time officer to fill the vacancy left by Officer Watry. Max ranked first in our most recent process and will make a great addition to this department. His start date will be 02/10/21 and he will be subject to the employment agreement.

Max is here tonight if you have any questions for him. We are excited for him to join our department and community. He already has an apartment on hold for him in Markesan as he plans to move here in the next couple weeks.

Please see the attached conditional offer of employment for details.

Minutes
Public Property and Health Committee
Markesan City Hall
February 2, 2021

Call to order at 6:36 p.m.

Roll call by sign-in

Citizen Comments: None

Public Works Report:

Boiler Quote Update: Joe Strelow updated the committee on quotes from J&H Controls and August Winter & Sons for the purchase of a new boiler for City Hall. Three more companies will be sending their quotes for the job. Joe contacted Martin to determine if an asbestos test was done on the boiler system in the past. Martin said no test had been done.

Ice Rink Update: Joe made ice at the Kiwanis Park, and the rink is open for skating. The upcoming cold weather should help to improve the quality of the ice. Jerome Jahnke will manage the rink during the hours of operation. Joe mentioned that while he was at the park, he observed building maintenance and lighting issues that will need to be addressed in the future.

Joe said that Ness Electric would be installing the LED lights in the downtown next week (weather permitting).

New Business:

Discussion and Action on Community Service Organization's Sign: Ald. Kazda requested an update on a project's status to put up signs for the service organizations in the community. A plan of action still needs to be developed. The Chamber will be discussing signage at the pump house during their monthly meeting. No motion.

Discussion and Action on Replacing or Repairing Sandstone Gravestones: It needs to be determined how many stones should be replaced and the cost. Research needs to be done to see if there are any living family members connected to these graves. The new sexton may be able to help with this. No motion.

Old Business:

Discussion and Action on 650 N. Margaret Street Property Update: An emailed update from Connie Wilsnack regarding the latest actions taken was reviewed. Repairs to the garage roof (building 1), including new metal roofing and trim, were to be completed in January. No Motion.

Adjournment: Chairperson Kazda adjourned the meeting at 7:02 pm

FINANCE, PERSONNEL & SAFETY

Markesan City Hall

February 2, 2021
6:00 PM

MINUTES

Call to Order – At 6 pm by Ald. Abendroth

Roll Call – Was by sign-in.

Citizen's Comments – None.

Emergency Management Report

- Replacement of Scene Lights on Truck 381- Director Ross reported that Ambulance Service will replace the lights with 12volt LED's. Motion by Ald. Prill & 2nd by Mayor Slate to accept the donation. Motion passed all ayes.

Review and Approval of Vouchers Payable – Motion by Ald. Abendroth & 2nd by Ald. Prill to approve payables.. Motion passed all ayes.

Police Report & Schedule – Presented by Chief Pflum

- Officer Phil Watry Resignation Letter – Motion by Mayor Slate & 2nd by Ald. Prill to accept the resignation of Officer Watry and Thank him for his service to the community. Motion passed.
- Hire Max Neumann for Full-Time Police Officer Position – Motion by Mayor Slate & 2nd by Ald. Kazda to hire Max Neumann under the current prevailing wage contract. Motion passed all ayes.

Old Business

- Discussion and Action on Pay Rate for Recycling Center Attendant, Dennis Dykstra – After discussion Mayor Slate will meet with Mr. Dykstra , Ald. Tetzlaff suggested a review of wages, and move to council.

New Business

- Discussion and Action on Junk Dealer Application – Chief Pflum reported that there are people actively engaged in the buying, selling, gathering of junk. Per Chapter 206 of the Code of Ordinances for the City of Markesan that activity requires an application for a Junk Dealer License. After discussion, Motion by Mayor Slate & 2nd by Ald. Tetzlaff to approve the Junk Dealer Application. Motion passed all ayes.
- Next meeting agenda items
- Public works schedule
- Director Strelow will present his recommendations.

Adjournment – Motion by Ald. Prill & 2nd by Mayor Slate to adjourn at 6:28 pm.. Motion passed all ayes.

• Office
• resign
• Hire A
• Kazda

Old Business

Markesan Public Library - Board of Trustees
Draft Minutes January 21, 2021

- I. Call to order: The meeting was called to order at 4:18p.m by President Jill Worden. Trustees present: Rachel Nitz, Beth Kazda, Mike Hansen, Nancy Kirst, Vicki Bernhagen, Joan Slate, Cindy Boelter, Jill Worden, Director Nicole Overbeck. Absent: None
- II. Approval of Minutes: **Hansen/Worden moved to approve the December 17 minutes. Motion carried.**
- III. Input from Public: None.
- IV. Financial Reports: Overbeck discussed the bills noting that she hadn't received the Otis Elevator bill yet. She also noted that the community outreach section of the budget will likely go well over this year's stipend as the craft kits are paid for from that section, but it is deceptive as money also comes in for the crafts. The library does kick in money for the crafts but generally around \$20-\$30 per project. If needed there are donated funds to help support this program. Feedback from the public has been positive on the crafts. A \$600 patron donation, a \$400 donation for kid's programming from Giddy Up Bar & Grill, and a \$1,700 grant for outside wireless was also discussed. Overbeck suggested using \$200 from the Giddy Up Bar & Grill donation and \$150 from unstipulated donation funds to launch a winter reading program. The Giddy up Bar & Grill funds going specifically for children's prizes. **Motion by Nitz/Worden to use \$200 from Giddy Up Bar & Grill donation and \$150 from unstipulated donation funds to purchase reading incentives for winter reading program for adults and children.** Kazda presented the donation financials. She pointed out that the Foundation money has risen where a substantial grant could be taken of \$18,562.60 presently (but subject to change as markets change). She suggested that the board takes a grant to help pay for a new boiler(s) along with the carry over funds in the budget from previous years while the market is doing well. **Motion by Kazda/Nitz to take a grant from the Markesan Public Library Fund and the Card/Card/Richards/Peacock Fund in the amount of the interest accumulated over the original combined beginning value of \$169,657.15. The beginning value is to remain. The removed value is to be put in the boiler outlay. Motion carried.** Kazda also noted that a CD at Ergo Bank is coming to term beginning of February. Overbeck is to look at new rates and renew. **Motion by Slate/Hansen to pay the January bills and file financials for audit. Motion carried.**
- V. President's Report: Worden reported that there was great feedback on the Santa visit to the library. She said that a winter reading program would be a good thing right now to keep students motivated on learning. She will drop flyers off at the school library and spread the word to teachers.
- VI. Director's Report: Overbeck reported on statistics, noting the positive feedback on the Gangsters program, the craft kits, the bullet journals. Plans are in the work for e-sports at the library (Among Us), tea party in a bag, craft kits, winter reading. The Annual Report is coming due and will be ready for the board by the next board meeting. She talked about meetings attended including the Chamber meeting, the Winnefox Annual Meeting, and the Chair Affair

Committee meeting. Overbeck reported that dates were set for launching the Chair Affair and hosting a tutorial on how to do a chair. Boelter and Kirst have been working hard at planning the event and gathering chairs. One chair has already been completed. Overbeck asked if the money raised could be used to remodel the children's section of the library. The board approved of this idea.

VII. Old Business:

A: Library & COVID-19: Overbeck asked if the board wanted employee staff to be required to take the vaccine if/when it is made available to them. The board all agreed that it should be up to the employees on if they wanted to take the vaccine or not.

VIII. New Business:

A: Create an Account for Boiler Replacement with Carry-Over Funds: The need for a new boiler was discussed. Overbeck suggested that the board creates an outlay account for boiler replacement with the current carry over of \$9,560.39. Overbeck noted that the carry over figure is from several years of build-up. **Motion by Worden/Kazda to create an outlay account for boiler replacement with the carry over funds. Motion carried.**

B: Grant from Oshkosh Foundation to Install an Outside Wireless Access Point: Overbeck gave the good news that the library received a \$1700 grant to install/purchase an outside wireless access point. This will make the wireless signal outside stronger and will make the signal reach farther so when the library is closed the public can still access internet. Overbeck noted that she started the process and that it should come in close to budget but might need additional library funds to complete. The board expressed approval of going forward with the project.

C: Create a Library of Things?: Overbeck passed around 2 of the completed wildlife kits created with funds from the Grand River Turkey Club. She noted that many libraries have started circulating "things" along with traditional items like books and movies. Things like lamps to help people with seasonal affective disorder, things like fishing kits, things like playstations, etc. She thought the library should consider starting a more concrete library of things with donated funds. The board expressed interest in the project. Overbeck is to create a list of things with prices for discussion.

IX. Adjournment and next meeting –meeting adjourned at 5:12. Next meeting Thurs February 19, 2021, 4:15.

Respectfully Submitted, Nicole Overbeck, Library Director.

Markesan Report – Jan. 2021

Statistics: As already noted at the last board meeting, we had a wonderful turnout for the visit from Santa with at least 70 kids attending. Stuffed animal sleepover with Santa was also successful with 17 participants and many views on Facebook. Good news, Sunshine Nursery School invited me to read to the children on Tues and Thursdays, so I have been. There are about 17 students in their class. Gangsters of WI is later this month as is the Theater Readers online book club (fingers crossed these virtual events go well). We are launching storytime packs to go along with our virtual Story hour starting the 18th. Bullet Journals are being given out and so far are being well received as are the adult craft packs. Upcoming: **Winter Reading program? (we got a \$400 donation from the Giddy Up Bar & Grill for children's activities)**, adult crafts, possibly a mystery book club, tea party in a bag, "Among Us" e-sports, Readers Theater: Epidemics Edition.

Meetings & Workshops: I attended the Markesan Area Chamber of Commerce and the LAC. The Winnefox annual meeting will be held by the time the board meets. I've been gathering my Continuing Education credits together as well. And, I attended the city meeting to help honor Lorraine Justman for the Chamber's Citizen of the Year Award.

Odds & Ends: The Charles Street exit was left unlocked one night. I had already given a key to the police for the Bridge Street exit, but they didn't have one for Charles. To make matters worse, Valentina was still on the call list with County dispatch. She tried to call several of us, but only Vanessa was reached. Vanessa and Valentina went down and locked the door. Staff uses an Alan wrench to lock that door that's why I hadn't given a key to the police. I'm really sorry for not being preemptive on this one. I did find two keys for the Charles street door and I did give one to the police. I also updated the contact list for the county dispatch and I thanked Valentina and Vanessa profusely. I think it simply didn't quite latch properly that night.

Building: The Men's Bathroom toilet seems to start running every once and while. The night of the door being unlocked the policeman noticed that it wouldn't stop running and jiggled things to make it quit. We are going to keep our eyes and ears on it and if it keeps acting oddly I'll call a plumber or have one of the city maintenance look at it.

Finances: We did close out that other account as discussed and approved at last board meeting. Betsy couldn't see a reason to have two accounts either.

Other news & Later Agenda Items:

Library & COVID: When the vaccine becomes available, will we require staff to take it or simply encourage it? (My opinion as of right now is to simply encourage it).

Carry over funds – Create a Outlay for the Boiler? While we did spend our budget this year, we still have some carry over funds from previous years. At the close of December, we have \$9,560.39. Our boiler is 23 years old. Most boilers have a lifespan of 15-20 years. With our boiler acting up over the last few years and an estimate replacement cost of \$26,200;; I think we should create a outlay for the boiler and move those carry over funds to that account. What are the board's thoughts?

Grant: Great news, we received a \$1,700 grant from the Oshkosh Foundation to put up an outside wireless access point. When I wrote the grant, my hope was to get a stronger and further signal outside so that when the library is closed patrons that need the internet for school or work would have better and more stable access. By the time of the meeting, I'll have Ness in to see about the installation and how much that will cost. We may have to kick in some money to make the project a go, but we did put that \$4,000 into the Tech Reserve that we can dip into.

Library of Things: Several Green Lake county libraries circulate different useful items from seed libraries to lamps to treat seasonal affective disorder to board games to musical instrumentst to fishing poles to play station 4 console, etc. We have a few things like stamps and a WATT meter and puzzles and kids kindles and I did complete two of the Turkey Club wildlife kits for the kids. I think we might want to invest in some more "things" for our community to check out and perhaps earmark some donated funds towards those goals.

~Thank you. Nicole Overbeck

February 2, 2021

TO: CLERK-TREASURER

FROM: FINANCE, PERSONNEL & SAFETY COMMITTEE

Please be advised we have reviewed the following vouchers, found them to be in order, and recommend to the Common Council that authorization for payment be approved:

CITY CHECKS: 36422-36467	\$	494,183.19
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DD #4097-4138	\$	29,869.58
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EFT #1075-1083	\$	39,172.66
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TOTAL	\$	563,225.43
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UTILITY CHECKS: #12700-12713	\$	30,888.73
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TOTAL	\$	30,888.73
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With the exception of:

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_____	_____	_____

Signed:

City of Markesan
Voucher List

January 5 through February 2, 2021

Num	Date	Name	Memo	Original Amount
EFT-1075	01/05/2021	EMPOWER RETIREMENT (WDC)	98971-01 P457	-370.00
EFT-1076	01/05/2021	INTERNAL REVENUE SERVICE	39-6006314	-5,394.00
EFT-1077	01/12/2021	STATE OF WI HEALTH INS	FEB 2021 HEALTH INS	-19,166.16
EFT-1078	01/19/2021	EMPOWER RETIREMENT (WDC)	98971-01 P457	-370.00
EFT-1079	01/19/2021	INTERNAL REVENUE SERVICE	39-6006314	-5,009.00
EFT-1080	01/19/2021	WISCONSIN DEPT. OF REVENUE	036-0000583032-02	-2,193.45
EFT-1081	02/02/2021	EMPOWER RETIREMENT (WDC)	98971-01 P457	-370.00
EFT-1082	02/02/2021	WISCONSIN DEPT. OF REVENUE	036-0000583032-02	-1,099.95
EFT-1083	02/02/2021	INTERNAL REVENUE SERVICE	39-6006314	-5,200.10
		TOTAL		-39,172.66
DD4097	01/15/2021	Amend, Elizabeth A	PAYROLL	-1,109.27
DD4098	01/15/2021	Behlke, Ryan R	PAYROLL	-1,131.28
DD4099	01/15/2021	Chisnell, Gerald	PAYROLL	-138.53
DD4100	01/15/2021	Doro, Anthony	PAYROLL	-1,493.49
DD4101	01/15/2021	French, Jessica M	PAYROLL	-173.05
DD4102	01/15/2021	Glover, Valerie	PAYROLL	-87.77
DD4103	01/15/2021	Heberer, Jeffrey	PAYROLL	-1,340.61
DD4104	01/15/2021	Heiling, Rachel	PAYROLL	-505.31
DD4105	01/15/2021	Huhndorf, John E	PAYROLL	-337.00
DD4106	01/15/2021	Knaub, Sharilyn J	PAYROLL	-63.32
DD4107	01/15/2021	Krentz, Dorothea M	PAYROLL	-1,054.26
DD4108	01/15/2021	Krombos, Kallie M	PAYROLL	-65.74
DD4109	01/15/2021	McLean, Cody	PAYROLL	-1,334.26
DD4110	01/15/2021	Meyer, Vanessa K	PAYROLL	-182.67
DD4111	01/15/2021	Overbeck, Nicole M	PAYROLL	-970.49
DD4112	01/15/2021	Pflum, William	PAYROLL	-1,645.45
DD4113	01/15/2021	Shin, Nara	PAYROLL	-87.66
DD4114	01/15/2021	Stellmacher, Nancy	PAYROLL	-126.71
DD4115	01/15/2021	Stoll, Brittany M	PAYROLL	-41.11
DD4116	01/15/2021	Strelow, Joseph W	PAYROLL	-1,500.47
DD4117	01/15/2021	Watry, Philip	PAYROLL	-1,296.43
DD4118	01/29/2021	Amend, Elizabeth A	PAYROLL	-1,057.95
DD4119	01/29/2021	Behlke, Ryan R	PAYROLL	-1,184.63
DD4120	01/29/2021	Chisnell, Gerald	PAYROLL	-138.52
DD4121	01/29/2021	Doro, Anthony	PAYROLL	-1,492.51
DD4122	01/29/2021	French, Jessica M	PAYROLL	-252.35
DD4123	01/29/2021	Glover, Valerie	PAYROLL	-148.72
DD4124	01/29/2021	Heberer, Jeffrey	PAYROLL	-1,340.60
DD4125	01/29/2021	Heiling, Rachel	PAYROLL	-486.58
DD4126	01/29/2021	Huhndorf, John E	PAYROLL	-202.24
DD4127	01/29/2021	Knaub, Sharilyn J	PAYROLL	-286.43
DD4128	01/29/2021	Krentz, Dorothea M	PAYROLL	-1,054.26
DD4129	01/29/2021	Krombos, Kallie M	PAYROLL	-58.44
DD4130	01/29/2021	McLean, Cody	PAYROLL	-1,501.52
DD4131	01/29/2021	Meyer, Vanessa K	PAYROLL	-151.41
DD4132	01/29/2021	Overbeck, Nicole M	PAYROLL	-986.46
DD4133	01/29/2021	Pflum, William	PAYROLL	-1,645.46
DD4134	01/29/2021	Shin, Nara	PAYROLL	-87.66
DD4135	01/29/2021	Stellmacher, Nancy	PAYROLL	-219.04
DD4136	01/29/2021	Stoll, Brittany M	PAYROLL	-91.33
DD4137	01/29/2021	Strelow, Joseph W	PAYROLL	-1,533.30

City of Markesan
Voucher List

January 5 through February 2, 2021

Num	Date	Name	Memo	Original Amount
DD4138	01/29/2021	Watry, Philip	PAYROLL	-1,265.29
		TOTAL		-29,869.58
36422	01/11/2021	TAXREFUND	Schmick / Overpayment on 2020 Taxes	-125.55
36423	01/12/2021	GREEN LAKE COUNTY TREASURER	Jan Settlement for 2020 Tax Roll	-176,314.75
36424	01/12/2021	MARKESAN DISTRICT SCHOOLS	Jan Settlement for 2020 Tax Roll	-233,952.97
36425	01/12/2021	MORAIN PARK TECHNICAL COLLEGE	Jan Settlement for 2020 Tax Roll	-17,159.16
36426	01/14/2021	AIRGAS USA, LLC	Cylinder Rental	-32.12
36427	01/14/2021	ALLIANT ENERGY/WP&L	Dec '20 - Jan '21 Electric Bills	-3,211.32
36428	01/14/2021	GENERAL ENGINEERING CO., INC.	Building Inspection	-1,136.00
36429	01/14/2021	GRAND RIVER FIRE DISTRICT	2020 Inspections	-858.00
36430	01/14/2021	HORICON BANK VISA	Checks / Menards & Fleet	-432.64
36431	01/14/2021	LANDMARK SERVICES COOPERATIVE	December 2020	-1,039.19
36432	01/14/2021	MARKESAN AUTO, HOME & FARM	Misc. Parts / Supplies	-523.53
36433	01/14/2021	MARKESAN KIWANIS	2020 Lawn Mowing at Park	-1,000.00
36434	01/14/2021	MCLEAN CODY	Reimb / Pizza w/ Officer	-84.84
36435	01/14/2021	NESS ELECTRIC, INC	High Bays	-403.33
36436	01/14/2021	SHELL FLEET	Dec 2020 Fuel	-292.35
36437	01/14/2021	SONDALLE LAW OFFICE	Dec 2020 Legal Services	-287.50
36438	01/14/2021	MARKESAN WATER & SEWER	Del. Utilities Paid on Taxes	-2,003.72
36439	01/14/2021	MARKESAN WATER & SEWER	Penalties Due to W/S Paid on Taxes	-320.37
36440	01/14/2021	ALLIANT ENERGY/WP&L	VOID: Dec '20 - Jan '21 Electric Bills	0.00
36441	01/14/2021	ALLIANT ENERGY/WP&L	Dec '20 - Jan '21 Electric Bills	-73.33
36442	01/15/2021	KRAUSE EXCAVATING, INC.	Move Endloader for PW	-825.00
36443	01/18/2021	A-1 ELEVATOR	2021 Annual Service	-510.00
36444	01/18/2021	ADVANCED DISPOSAL	Jan 2021 Trash & Recycling	-7,204.27
36445	01/18/2021	BEHLKE, RYAN	Jan 2021 Cell Phone Reimb	-15.00
36446	01/18/2021	ERGO BANK OF MARKESAN	WRS Loan - Payment #33	-320.64
36447	01/18/2021	GRAND RIVER FIRE DISTRICT	2021 Budget	-11,481.25
36448	01/18/2021	GREEN LAKE COUNTY TREASURER	Salt	-2,147.60
36449	01/18/2021	KRENTZ, DOROTHEA	Jan 2021 Cell Phone Reimb	-15.00
36450	01/18/2021	MCLEAN CODY	Jan 2021 Cell Phone Reimb	-15.00
36451	01/18/2021	PFLUM, WILLIAM A.	Jan 2021 Cell Phone Reimb/Crossing Guards Hai	-43.25
36452	01/18/2021	SECURIAN FINANCIAL GROUP, INC.	February 2021 Life Ins Premium	-143.86
36453	01/18/2021	SOUTHERN G. LAKE CO. AMBULANCE	2021 Budget	-24,000.00
36454	01/18/2021	TRANSCENDENT TECHNOLOGIES	2021 Software Maintenance	-433.00
36455	01/18/2021	US POSTMASTER	Postage	-110.00
36456	01/18/2021	WATRY PHILIP	Jan 2021 Cell Phone Reimb	-15.00
36457	01/18/2021	WINDYWARES-JBL AWARDS LLC	Justmann Plaque	-30.00
36458	01/25/2021	EMC INSURANCE	Property & Liability / Workers Comp	-3,777.88
36459	01/25/2021	AMEND, ELIZABETH	W-2/1099 FORMS	-130.00
36460	01/29/2021	ALLIANT ENERGY/WP&L	JAN 2021 STREET LIGHTING	-2,027.06
36461	01/29/2021	ARAMARK	JAN 2021	-62.01
36462	01/29/2021	BERLIN JOURNAL NEWSPAPERS	Rivet Factory Welcom / Mayor	-15.00
36463	01/29/2021	CENTURYLINK BUSINESS SERVICES	Dec 2020-Jan 2021 Phone & Internet	-455.46
36464	01/29/2021	MARKESAN LUMBER	NEW LEAF BOX FOR TRUCK	-207.45
36465	01/29/2021	PRE-EMPLOYMENT FUND	January 2021 Pre Employment / Behlke	-76.92
36466	01/29/2021	RENNERT'S FIRE EQUIPMENT	AIR CYLINDER/SAFETY LIGHTS	-856.87
36467	01/29/2021	TOWN OF G.L.	Fire Inspection at Soldiers & Sailors	-15.00
		TOTAL		-494,183.19
		TOTAL		-563,225.43

Markesan Utilities

Voucher List

January 5 through February 2, 2021

Num	Date	Name	Memo	Original Amount
	01/25/2021	New Deposit Slips	Service Charge	-29.22
12700	01/15/2021	ALLIANT ENERGY/WP&L	Dec '20 - Jan '21 Electric Bill	-2,398.02
12701	01/15/2021	CORE & MAIN	Supplies	-20.47
12702	01/15/2021	LANDMARK SERVICES COOPERATIVE	Dec 2020 Fuel	-51.83
12703	01/15/2021	USA BLUEBOOK	Supplies	-67.67
12705	01/18/2021	COMPLETE OFFICE OF WISCONSIN	Ink	-74.70
12706	01/18/2021	DORO, ANTHONY	Meal Reimb	-10.75
12707	01/18/2021	E. & B. SCALE COMPANY	Maintenance & Certification on Ohaus AX124	-105.00
12708	01/18/2021	HEBERER, JEFFREY	Meal Reimb/Phone Reimb	-23.96
12709	01/18/2021	MID-AMERICAN RESEARCH CHEMICAL	Hand Cleaner	-87.08
12710	01/18/2021	US POSTMASTER	2 Rolls of Stamps	-110.00
12711	01/29/2021	GENERAL ENGINEERING CO., INC.	2022 Street Project	-9,213.00
12712	01/29/2021	MARKESAN, CITY OF	JAN 2021 PR Reimb	-18,648.79
12713	01/29/2021	U.S. CELLULAR	JAN 21 - FEB 21 Cell Phone	-48.24
TOTAL				-30,888.73

New: _____

License Fee: \$100.00

Renewal: _____

Receipt #: _____

APPLICATION FOR JUNK DEALER LICENSE Rev. 1/2021

 Junk Dealer by city definition means No person shall engage in the business of buying, selling, gathering, delivering or storing old iron, brass, copper or other base metals, paper, rags or glass and ALL articles and things discarded as manufactured articles commonly referred to as "junk," without first obtaining a license from the Common Council.

To the Common Council of the City of Markesan:

Real/Legal Name of Applicant: _____

Address of Applicant: _____

Name of Business: _____

Address of Junk Dealer Business: _____

Phone Number of Business: _____

Detailed nature of business:

Kind of material to be collected, bought, sold or otherwise handled: _____

Description of vehicle(s) to be used by applicant in the conduct of business:

(License Plate #/State)	(VIN)	(Year)	(Make)	(Model)
(License Plate #/State)	(VIN)	(Year)	(Make)	(Model)
(License Plate #/State)	(VIN)	(Year)	(Make)	(Model)

License Period: _____

The above hereby makes application for a license to operate a junk dealer business at the above address within the City of Markesan pursuant to provisions of Chapter 206 of the Code of Ordinances for the City of Markesan.

(Signature of Applicant) (Date)

OFFICE USE ONLY: Customer #: _____ Granted: _____ License #: _____

PERSONAL DATA SHEET

(PLEASE PRINT ALL INFORMATION)

Each Owner, Officer **AND/OR** Manager/Person in Charge must complete all the information and must indicate if they have been convicted of any of the following within the last ten (10) years: a felony, a misdemeanor, a statutory violation punishable by forfeiture or a county or municipal ordinance violation. If none, write "none".

Name of Manager/Person in Charge: _____
(LAST, FIRST & FULL MIDDLE NAME)

Home Address: _____
(STREET ADDRESS, CITY, STATE & ZIP)

Date of Birth: _____ Home Phone: _____ Daytime Phone: _____

Violations: _____

Name of Officer: _____
(LAST, FIRST & FULL MIDDLE NAME)

Home Address: _____
(STREET ADDRESS, CITY, STATE & ZIP)

Date of Birth: _____ Home Phone: _____ Daytime Phone: _____

Violations: _____

Name of Officer: _____
(LAST, FIRST & FULL MIDDLE NAME)

Home Address: _____
(STREET ADDRESS, CITY, STATE & ZIP)

Date of Birth: _____ Home Phone: _____ Daytime Phone: _____

Violations: _____

Name of Officer: _____
(LAST, FIRST & FULL MIDDLE NAME)

Home Address: _____
(STREET ADDRESS, CITY, STATE & ZIP)

Date of Birth: _____ Home Phone: _____ Daytime Phone: _____

Violations: _____

Name of Officer: _____
(LAST, FIRST & FULL MIDDLE NAME)

Home Address: _____
(STREET ADDRESS, CITY, STATE & ZIP)

Date of Birth: _____ Home Phone: _____ Daytime Phone: _____

Violations: _____

*City of Markesan, WI
Tuesday, January 12, 2021*

Chapter 206. Junk Dealers

[HISTORY: Adopted by the Common Council of the City of Markesan as Ch. 12, Secs. 12.08 and 12.15, of the 1991 Municipal Code. Amendments noted where applicable.]

GENERAL REFERENCES

Property maintenance — See Ch. 273.

Rummage and garage sales — See Ch. 286.

Solid waste — See Ch. 323.

Streets and sidewalks — See Ch. 330.

§ 206-1. License required.

No person shall engage in the business of buying, selling, gathering, delivering or storing old iron, brass, copper or other base metals, paper, rags or glass and all articles and things discarded as manufactured articles commonly referred to as "junk," without first obtaining a license from the Common Council.

§ 206-2. Exceptions.

No license shall be required for the following:

- A. The storage of wrecked motor vehicles stored within service garages and filling stations or on any service garage or filling station site.
- B. Regularly scheduled collection of recyclables.

§ 206-3. Application.

Applications for such license shall be made on forms supplied by the Clerk-Treasurer and filed with the Clerk-Treasurer.

§ 206-4. License fee.

[Amended 4-14-2015 by Ord. No. 233]

The license fee shall be per year, in an amount as set from time to time by resolution of the Common Council. The license year shall commence on July 1 of each year.

§ 206-5. Referral to Common Council.

The application shall be referred to the Common Council which may grant, grant with conditions, or deny the license.

§ 206-6. Restrictions applicable to junk dealers.

- A. No junk shall be displayed or stored outside the fenced area of the premises.
- B. No licensee hereunder shall conduct his business or any operation pertaining to such occupation on Sundays.
- C. No licensee shall conduct his business in such manner as to disturb unduly the peace and quiet of the neighborhood. The premises shall at all times be kept in a clean and wholesome condition and in full compliance with this section and in accordance with the reasonable rules, regulations and directions of the Common Council.
- D. Effective means for the elimination of the rodents and vermin commonly infesting junkyards shall be administered by all licensees hereunder.
- E. Every junk dealer shall keep a record of all copper, brass, guns, watches and other valuable materials purchased with the name and address of the person from whom purchased, the kind and quantity purchased, the serial number of the item purchased, and the date of the transaction. Such record shall be entered in a book which shall be open to inspection by police officers at any time.
- F. No junk shall be purchased from any person under 16 years of age without the written consent of the parent or guardian of such person.

§ 206-7. Revocation and suspension of license.

- A. Upon complaint being made in writing by any official of the City to the Common Council that any licensee hereunder has violated any of the provisions of this section, the Common Council shall cause a summons and complaint to be served upon the licensee to appear before it at the time specified in the summons, which shall be not less than 10 days after the date of the service thereof, to show cause why his license shall not be revoked or suspended. The Common Council shall thereupon proceed to hear the matter and, if it finds that the allegations of such complaint are true, may revoke or suspend the license of such person. The provisions hereunder shall not be effective unless the licensee has received a copy of the complaint from the Building Inspector and such licensee has been given a reasonable time to correct the condition complained of or to otherwise satisfy such complaint.
- B. Whenever a license is revoked, the licensee shall have a period of 45 days from the date of such revocation to liquidate his business, during which time he shall be required to comply with all the terms and conditions of this section.

§ 206-8. Violations and penalties.

Except as otherwise specifically provided in this chapter, any person who shall violate any provision of this chapter or any order, rule or regulation made hereunder shall be subject to a forfeiture as provided in § 1-3 of the Code of the City of Markesan.

QUOTE

ZARNOTH BRUSH WORKS, INC.

P.O. Box 141
 Chilton, WI 53014-0141
 (920) 849-4525
 www.zarnothbrush.com
 zarnoth@zarnothbrush.com

Date: 1/25/2021

Customer: MAR1772
 MARKESAN, CITY OF
 P O BOX 352
 MARKESAN, WI 53946

Ship To:
 STREET DEPT
 CITY OF MARKESAN
 202 S BRIDGE ST
 MARKESAN, WI 53946

Attn: JOE STRELOW
 Cust Phone No.: 920-398-3290
 Fax Number: 920-398-3991

920-398-3290

ZBW Quote No.: 0077625

Item	Quantity	Unit Price	Amount
250-7-32-BOB-H 7'x32"Bobcat 22KBPCV,22MWCV,2P poly/wire wafer broom refill	1.00	621.40	621.40

Free delivery.

We are pleased to submit the above quotation for your consideration.
 Should you place an order, be assured it will receive our prompt attention.

Quoted by: Jeff Mayer

Subtotal:	621.40
Freight:	0.00
Sales Tax:	0.00
Total:	621.40

Recycling Center

Employee Responsibilities:

- Open entrance gate at scheduled time
- Monitor persons coming into the Recycling Center site
 - Determine if person meets residency requirements
 - Ask resident to sign Recycling Center log, see sample on page 6
 - Determine if materials to be dropped off are acceptable according to recycling and yard waste guidelines (see information later in this handout)
 - Advise residents who have not prepared their materials in accepted manner and explain how the materials must be prepared for drop-off (see information later in this handout)
- Note license number and name of persons (if known) dropping off unaccepted items and report this activity to the Markesan Police Department
- Recycling Center employees should not do any burning. The City of Markesan Public Works Director or City staff will burn as necessary.
- City of Markesan Public Works Director will work with an authorized vendor for the routine pickup of recyclable materials
- Maintain building in neat and orderly fashion
- Close and secure entrance gate at scheduled closing time
- Collect fees and issue receipts for items as identified in the Fee Schedule
- Turn in Recycling Center log and all receipts & fees collected weekly to the Markesan City Clerk-Treasurer
- Recycling Center attendants must not duplicate gate keys or give gate keys to unauthorized individuals. Requests for gate keys must be forwarded to the City of Markesan Public Works Director
- Submit timesheets monthly to the Markesan City Clerk-Treasurer

POSITION DESCRIPTION

TITLE: Public Works Assistant

DEPARTMENT: Streets, Building & Utilities Committee

A. JOB DESCRIPTION

The Public Works Assistant shall be under the supervision of the Director of Public Works. He shall assist the Director of Public Works in all duties associated with the upkeep and maintenance of all public property within the City, including but not limited to, streets and buildings.

B. DUTIES AND RESPONSIBILITIES

1. Assist in the maintenance, repair and improvement of all city facilities and property owned or operated by the City.
2. Assist with snow removal, repairs and maintenance to ensure that the streets and sidewalks are maintained in a safe, and structurally sound and sanitary manner, and assist in maintaining all markings for traffic control painted or placed upon the streets or curbs.
3. Maintain lawns, flower beds, trees, parks, cemeteries, and parking lots in a safe and aesthetic manner; and to maintaining trees at the direction of Public Works Director.
4. In the absence of the Director of Public Works inspect all construction work done by or for the City and require compliance with all contracts made in connection therewith.
5. Assist in the operation and maintenance of the City Garage and the equipment therein.
6. Assist in refuse collection, source reduction, recycling, landfill operations, street sweeping, and long-term resource recovery and disposal activities of the refuse enterprise.
7. Perform such other duties as may be required by the Director of Public Works.

C. QUALIFICATIONS

1. Knowledge of public works functions, operations and regulatory requirements.
2. Ability to work independently
3. Ability to operate equipment in a safe and efficient manner.
4. Limited knowledge of basic engineering and construction.

5. Communication and interpersonal skills as applied to interaction with co-workers, supervisor, and the general public that is sufficient to exchange and convey information and to receive work directions.
6. General knowledge of computers.
7. A valid State of Wisconsin Driver's License is required. Also a Commercial Driver's License is required to be obtained within 3 months of being hired, if not already attained.

D. PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee will be required to work an 8 hour shift, with the ability to flex hours and work overtime as needed for weather or work.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk. The employee is required to stand, sit, climb and balance. The employee must be able to lift and/or move up to 70 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. A valid State of Wisconsin Driver's License is required. Also a Commercial Driver's License is required to be obtained within 3 months of being hired, if not already attained.

Specific Duties

- Mow City Hall ground, parks, Willow Court boulevard, High School boulevard, Cemeteries, fire station, well property, water tower, libraries, and roadsides
- Trim weeds and grass at cemetery, parks, City Hall, library, fire station, and water tower
- Plow snow off City streets and sidewalks
- Salt streets when needed
- Plow snow from church parking lots, landfill road, fire station, Industrial Park driveway, City Hall drive, and City parking lot
- Pickup leaves
- Clean restrooms
- Miscellaneous maintenance and janitorial
- Perform light maintenance and repair of equipment
- Repair streets
- Sweep streets
- Keep catch basins free of debris
- Fix pot holes
- Brush pick up monthly
- Empty garbage cans
- Weed gardens
- Miscellaneous maintenance and repair at Library
- Trim trees along streets and at cemeteries
- Paint markings on streets and curbs
- Spray weeds at parks
- Rake stones and sticks
- Lawn repairs
- Inspect and repair playground equipment
- Replace street signs and stop signs
- Replace shoulder area on streets where needed
- Put barricades up when needed
- Clean city garage for events
- Change flags
- Replace dirt around fire hydrants when replaced
- Remove decorations in the Cemetery. (spring and fall)
- Seed down graves and replace dirt when settling occurs, repair gravestones
- Assist Water and Sewer Department when needed
- Assist Police Department when needed
- As directed, perform such other duties as may be required by the Director of Public Works